
Planner**Apsley, Ontario**

(File Reference: PLAN - 2021)

Reporting to the Chief Building Official, the Planner is responsible for processing all planning and development applications, short-term planning and any other matters related to the comprehensive and orderly land-use development of North Kawartha Township. This role provides information and advice to staff and the community related to building, land-use planning and zoning by-laws. The incumbent will assist in the implementation of long-term planning policies for the Municipality.

Specific Responsibilities

The scope of work may include, but is not limited to, the following:

- Review and process applications under the Planning Act. This may include but is not limited to: pre-consultations, minor variances, consents, zoning by-law amendments, removal of holding provisions, interim control by-laws, site plan control, and official plan amendments.
- Prepare, attend and present reports to Council and Committee of Adjustment, including applications not directly related to planning (e.g. special events).
- Respond to planning inquiries from realtors, lawyers, ratepayers, contractors, and the public in a polite and impartial manner.
- Liaise and consult with commenting agencies and upper-tier government officials for various planning applications such as official plan amendments, zoning by-law amendments and consent applications.
- Review building permit applications for zoning by-law and applicable law compliance.
- Attend and/or host public meetings and open houses to interact with and provide information to the public and to government agencies.
- Engage in any customer service and administration activities related to planning services and processes, providing a high level of service to rate payers and/or their agents.
- Maintain files related to Records Retention by-law, while ensuring security and confidentiality of all records and personal information under control of

the Township in accordance with legislation.

- Participate in local and regional committees, either intergovernmental or community based.
- Coordinate, analyze and prepare data and mapping for notices, presentations and research projects utilizing Municipal data and GIS.
- Provide Township and Ministry/Agency staff with maps, reports and other materials, as requested.
- Manage and process applications for the Community Improvement Plan.
- Participate in all aspects of the Occupational Health and Safety Act, and maintain knowledge of municipal policies.
- Pursue (or has acquired) on-going professional development associated with professional qualifications and to ensure most current knowledge of legislation and changing planning processes.
- Other duties as assigned.

Essential Skills and Competencies

- Demonstrated ability to interpret and apply policy and legislation.
- Strong decision-making and problem-solving ability.
- Demonstrated presentation skills and ability to speak effectively in front of a group.
- Sense of collaboration and ability to work in a team environment.
- Demonstrated research and analytical ability.
- Demonstrated customer service expertise.
- Excellent oral and written communication skills.
- Demonstrated ability to work under deadlines and excellent time management skills.
- Demonstrated ability to deal with frequent interruptions and competing priorities.
- Demonstrated knowledge and experience using a wide range of computer programs such as: MS Office (Word, Outlook, Excel, Access, PowerPoint, Adobe), GIS, Great Plains, Keystone Complete, and Cloudpermit.
- Understanding and knowledge of the Planning Act, Municipal Act, Places to Grow Act, Provincial Policy Statement, and other related policies and legislation.
- Demonstrated understanding of applicable law, policies, by-laws and regulations pertaining to planning approvals and building permit processes.

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- Demonstrated knowledge of Municipality's by-laws and complaint process.

Education, Training and Work Experience Required:

- Post-secondary education in Planning, Geography or related discipline.
- Minimum two years' experience in municipal land use planning.
- Must be a member of or eligible for membership with the Ontario Professional Planning Institute (OPPI) with qualification or designation achievement per the OPPI (Registered Professional Planner (RPP)).
- Valid Class G driver license.
- In accordance with Township policy, this position requires as a condition of employment that you provide a Criminal Record Check that is acceptable to the Township.

For the full job description, please visit www.northkawartha.ca The updated salary range for the Planner position is \$76,991 to \$91,912 (40 hours/week).

While we appreciate all applications, we can only contact those individuals selected for interview.

We are committed to providing accommodation for persons with disabilities. Accommodation will be provided as part of our hiring process (if accommodation is required, we appreciate Applicants making this request in advance so we can support your needs).